

Originator:	Employer Engagement Team, Careers Team
Originating Directorate:	Library and Student Services
Approved by:	Richard Bowden, Associate Director, Head of Careers and Graduate Success
Date of approval:	April 2025
Due for review:	April 2026

1. Background

This policy follows government legislation and guidelines set out by the following professional organisations, of which the Careers Team within the Library and Student Services directorate at De Montfort University is a member, or upholds the standard of:

- AGCAS (the Association of Graduate Careers Advisory Services),
- ISE (the Institute of Student Employers),
- Matrix Standard

The document also draws from recognised policies and government legislation on the National Minimum Wage (NMW), equal opportunities and confidentiality.

The Careers Team use a range of methods to advertise and promote vacancies to students, graduates and alumni including, but not limited to:

- My Gateway – an online jobs portal, with automated direct email based on individual preferences.
- Learning Zone – virtual learning environment
- Unitemps – an on-campus recruitment agency
- DMU For Life – an online hub for DMU Alumni

2. Vacancies accepted by the Careers Team

The Careers Team will advertise vacancies in accordance with the categories listed below:

- Graduate level vacancies with an immediate start date
- Graduate level vacancies for finalists with a future start date (e.g. graduate recruitment schemes)
- Graduate and/or finalist schemes available throughout the year
- Work experience opportunities including;
 - Undergraduate Placement Schemes; defined as, 9–12-month position undertaken between the second and third year of a degree
 - Postgraduate placement schemes
 - Summer or short-term internships
- Part-time, term-time work for current students
- Vacation work for current students and graduates (e.g. part-time work, summer camps and other career-enhancing opportunities in the UK or abroad)
- Meaningful and worthwhile volunteering opportunities for current students
- Fully funded postgraduate opportunities

Vacancies submitted to the Careers Team for advertising to students, graduates, and alumni must include the following details for the role that is being recruited for

- Organisation name and individual contact
- Contact email address and telephone number
- Organisation website
- Title of the opportunity that is available
- Description of the duties for the opportunity
- Outline of the knowledge, skills, and experience required
- Information about the rate of pay
- Indication of the type of contract (i.e. fixed term/permanent, part time/full time)
- Application closing date (if not open-ended)

- Expected start date
- Instructions on how to apply for interested applicants

Where a vacancy is for work outside the UK, the Careers Team expects that recruiter to have checked it complies with relevant employment legislation.

3. Vacancies not accepted by the Careers Team

The Careers Team will not advertise vacancies that, to our knowledge:

- Have misleading, incomplete or inaccurate job descriptions
- Discriminate on the grounds of race, gender, disability, age or sexual preference unless:
 - There is a genuine occupational requirement, covered by the relevant legislation, which permits exemption from this legislation
 - The vacancy aims to provide people from a particular group (or groups) the opportunity to compete for work in areas they have been under-represented or absent.
 - In both of the above cases employers must quote the relevant section of the applicable Act within the vacancy.
- Are unpaid and involve the worker carrying out set tasks as agreed in a written or oral contract.
- Are unpaid but promise the opportunity for paid work at the end of the internship/placement.
- Are inappropriate to remit of the Careers Team
- Promote or endorse illegal activity
- Pay on a commission only basis
- Risk reputational damage to De Montfort University
- Represent an undue health, safety or wellbeing risk
- Involve students writing academic essays or personal statements for use by other students
- Do not include a company email address or contact telephone number
- Are courses that De Montfort University already offers

4. Compliance with the National Minimum Wage (NMW)

The Careers Team will advertise opportunities provided they offer payment of at least the NMW. The Careers Team will only advertise roles that do not offer at least the NMW provided one of the following exemptions can be met:

- The advert offers work experience as part of an undergraduate or postgraduate programme
- The advert is for a volunteer to work with:
 - A charity
 - A voluntary organisation or associated fund-raising body
 - A statutory body
 - A not-for-profit organisation
- The advert offers an opportunity that does not involve any work being performed, such as work shadowing, where they are only observing and are not performing work.
- Promotion of placements and/or internships as part of an undergraduate or postgraduate programme will be considered on their own merit.

5. Vacancy advertising

Vacancies can be advertised in a number of ways through the Careers Team. For instance, there is an online jobs portal (MyGateway), a virtual learning environment (Learning Zone) and an on campus recruitment agency (Unitemps).

Vacancies must be approved by the Careers Team before they go live for students and graduates to view via MyGateway, Learning Zone or Unitemps. The Careers Team aims to approve all vacancies within 5 working days of receipt of an advert. Employers that have contacted the Careers Team directly will receive an email outlining the process to upload a vacancy to MyGateway if appropriate.

Should a vacancy require clarification, the Careers Team will put the advert on hold and then contact the employer to resolve the query. If the query is left unresolved following contact with the employer, it will not be advertised.

Vacancies will be advertised until the specified closing date. A closing date must be specified, if the recruitment is rolling, this must be updated by the organisation directly.

Employer engagement events organised with the Careers Team will be advertised as appropriate, for example via MyGateway, the Careers Team's newsletters, social media channels, and the Careers Hub.

6. Student choice

As members of AGCAS, the Careers Team at De Montfort University is bound by a professional code of ethics that requires us to act with impartiality in the delivery of career development services.

This gives students and graduates freedom to develop their own career paths based on their personal interests and values. Individual institutions use a range of factors to decide which employers and organisations to engage with and invite to careers activities and events.

The Careers Team at De Montfort University, work with a range of local, national and international employers. We respect the rights of all students and graduates to make choices aligned to their own values and the Careers Team continues to support individuals pursuing careers in any sector. We also recognise that many employers have agendas and missions beyond what are seen as their core activities.

For example, we invite organisations linked to fossil fuels because we want to recognise the transition work that many of these employers are currently doing. We have seen an increase in roles focused on sustainability in such organisations, and many students and graduates may wish to discuss these opportunities. We respect the rights of others to engage with any employer or organisation, without abuse, interruption or interference.

We have developed this vacancy handling policy that informs our decisions on which employers can advertise with us.

*Careers Team
Library and Student Services*

*De Montfort University
April 2025*